

Job Interviews

Work with one or two other students in your class to answer the following questions.

1. When you walk into an office to be interviewed, should you reach your hand out to shake the hand of the interviewer? Why or why not?
2. If the interviewer reaches out a hand for you to shake, how should you shake it? Why?
3. How should you be standing as you meet the interviewer? Why?
4. How should you walk into the area where you will be interviewed? Why?
5. If the interviewer gestures for you to sit down and you see a chair in front of the desk and a chair at the side of the desk where the interviewer is seated, which would you choose? Why?
6. When you sit down, how should you sit? Why?
7. What should you do and/or avoid doing with your hands and arms? Why?
8. What should you do and/or avoid doing with your eyes? Why?
9. What should you do and/or avoid doing with your legs and feet? Why?
10. What kinds of facial expressions should you use or not use? Why?

Variety in Careers

Work with another student to consider the following job openings. What emotional qualities might an interviewer consider vital for potential employees in these fields? What body language could be used during the interview to help demonstrate those emotional qualities?

Occupation	Emotional Qualities	Body Language
1. Day-care worker for two-year-old children		
2. Manager of a business		
3. Employee in a crowded office where equipment and desks are often shared		
4. Salesperson for hard-to-sell products		
5. Houseparent for juvenile delinquents		
6. Care provider in a retirement home		
7. Employee for a company created to invent new products		